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ABSTRACT

An introduction to the classification principles for documents at the Non-Formal Education Information Center is given for the cataloger. The classification scheme, itemized in the first section, consists of 11 main categories such as concepts, training methods, program content, bibliographies, and countries. The next section details classification and coding procedures. The author/organization index file is then explained, with special attention given to international organizations, in-country agencies, and acronyms. The subject index file contains cross-reference cards for documents with multiple subjects. Two other small index files--the organizations arranged-by-subject file and the projects and programs file--allow the searcher to locate quickly documents referring to specific organizations or projects. Finally, the steps in preparing and filing index file cards are enumerated. (SW)

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A SIMPLE GUIDE TO THE NON-FORMAL EDUCATION (NFE) INFORMATION CENTER
HOW DOCUMENTS ARE CLASSIFIED, INDEXED, AND CROSS-REFERENCED

(Draft)

Prepared by: Lynn Schlueter, Research Assistant

October 1978

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NFE CLASSIFICATION SYSTEM

Non-Formal Education is a very broad topic ...

with many aspects (theoretical and practical),
many approaches and techniques,
many target audiences, and
many aims and purposes.

Also, there are many kinds of non-formal education ... and many experiences through programs and projects in all parts of the world.

Thus, it is necessary that the many documents in the NFE Information Center be classified and categorized according to some scheme that covers the many subjects of interest within ... and related to ... NFE.

The following outline shows how Non-Formal Education has been subdivided in our Classification System. (Please note that categories can be added, dropped, or otherwise changed to meet the needs of the Information Center.)

A - Concepts and Issues in Education

- 10 - Foundations in Education
- 20 - Critiques and Evaluations of Formal Education
- 30 - Reforms in Formal Education
- 40 - Conceptualizations of Non-Formal Education
- 50 - Need for Non-Formal Education
- 60 - Relating Formal Education to Non-Formal Education
- 70 -

C - Communication, Media, and Training Methods

- 10 - Instructional Technology - General
- 20 - Media
 - 21 - General
 - 22 - Radio
 - 23 - Television
 - 24 - Satellite Communications
 - 25 - Films
 - 26 - Newspapers
 - 27 - Folk Media
 - 28 - Do-it-yourself Technology
 - 29 - Audio-cassette Technology
- 30 - On-the-job Training and In-service Training
- 40 - Correspondence Teaching
- 50 - Extension and Demonstration
- 60 - Programmed Instruction
- 70 - Games and Simulations
- 80 - Training for NFE Programs

D - Economics and Planning of Education (Formal and Non-Formal)

- 10 - General
- 20 - Human Resource and Manpower Development
- 30 - Cost Benefit Analysis
- 40 - Financing
- 50 - Educational Planning
- 60 - Management Planning and Training
- 70 - Evaluation
- 80 - Curriculum Development

E - Program Content**Literacy**

- 10 - Case Studies
- 11 - Theory
- 12 - Practical Materials

Family Planning

- 20 - Case Studies
- 21 - Theory
- 22 - Practical Materials

Health

- 30 - Case Studies
- 31 - Theory
- 32 - Practical Materials

Industrial/Vocational

- 40 - Case Studies
- 41 - Theory
- 42 - Practical Materials

Agriculture

- 50 - Case Studies
- 51 - Theory
- 52 - Practical Materials

Cooperatives and Credit Unions

- 60 - Case Studies
- 61 - Theory
- 62 - Practical Materials

Community Development/Leadership

- 70 - Case Studies
- 71 - Theory
- 72 - Practical Materials

Home Economics

- 80 - Case Studies
- 81 - Theory
- 82 - Practical Materials

Nutrition

- 90 - Case Studies
- 91 - Theory
- 92 - Practical Materials

Education - General

- 100 - Case Studies
- 101 - Theory
- 102 - Practical Materials

Management of Projects

- 110 - Case Studies
- 111 - Theory
- 112 - Practical Materials

Integrated Programs

- 120 - Case Studies
- 121 - Theory
- 122 - Practical Materials

F - Target Learners

- 10 - Rural People
- 20 - Urban People
- 30 - Children
- 40 - Out-of-school Youth
- 50 - Adults
- 60 - Women
- 70 - Military
- 80 -

G - Career Education

- 10 - General

H - (see next page)**K - Appropriate Technology**

- 10 - General

V - Publications in Languages other than English

- 10 - Indonesian
- 20 - Thai
- 30 - Spanish
- 40 - French
- 50 - German
- 60 - Portuguese
- 70 - Hindi
- 80 - Arabic
- 90 -

Z - Bibliographies, Directories, Organizational Reports and Brochures

- 10 - Bibliographies
- 20 - Directories
- 30 - Organizational Reports and Brochures
- 40 - Maps
- 50 - Journals and Newsletters

H - Countries and Regions of the World

H1100 - Africa (General)

H1200 - North Africa
 H1201 - Algeria
 H1202 - Egypt (U.A.R.)
 H1203 - Libya
 H1204 - Morocco
 H1205 - Sudan
 H1206 - Tunisia

 H1300 - East Africa
 H1301 - Burundi
 H1302 - Ethiopia
 H1303 - Kenya
 H1304 - Madagascar (Malagasy)
 H1305 - Malawi
 H1306 - Mozambique
 H1307 - Zimbabwe (Rhodesia)
 H1308 - Rwanda
 H1309 - Somalia
 H1310 - Tanzania
 H1311 - Uganda
 H1312 - Zambia

H1400 - South Africa (Region)

H1401 - Botswana
 H1402 - Lesotho
 H1403 - Namibia
 H1404 - South Africa
 H1405 - Swaziland

H1500 - West Africa

H1501 - Benin (Dahomey)
 H1502 - Cape Verde Islands
 H1503 - Gambia
 H1504 - Ghana
 H1505 - Guinea
 H1506 - Guinea-Bissau
 H1507 - Ivory Coast
 H1508 - Liberia
 H1509 - Mali
 H1510 - Mauritania
 H1511 - Niger
 H1512 - Nigeria
 H1513 - Senegal
 H1514 - Sierra-Leone
 H1515 - Togo
 H1516 - Upper Volta

H1600 - Middle Africa
 H1601 - Angola
 H1602 - Cameroon
 H1603 - Central African Rep.
 H1604 - Chad
 H1605 - Equatorial Guinea
 H1606 - Gabon
 H1607 - Zaire

H2000 - Asia (General)

H2200 - Southwest Asia
 H2201 - Bahrain
 H2202 - Cyprus
 H2203 - Gaza
 H2204 - Iraq
 H2205 - Israel
 H2206 - Jordan
 H2207 - Kuwait
 H2208 - Lebanon
 H2209 - Oman
 H2210 - Saudi Arabia
 H2211 - Syria
 H2212 - Turkey
 H2213 - U.A. Emirates
 H2214 - Yemen Arab Rep.
 H2215 - Yemen Dem. Rep.

H2300 - Middle South Asia

H2301 - Afghanistan
 H2302 - Bangladesh
 H2303 - Bhutan
 H2304 - India
 H2305 - Iran
 H2306 - Nepal
 H2307 - Pakistan
 H2308 - Sikkim
 H2309 - Sri Lanka

H2400 - Southeast Asia

H2401 - Burma
 H2402 - Indonesia
 H2403 - Khmer Rep.
 H2404 - Laos
 H2405 - Malaysia
 H2406 - Philippines
 H2407 - Singapore
 H2408 - Thailand
 H2409 - Vietnam, Dem. Rep. of
 H2410 - Vietnam, Rep. of

H - (continued)

H2500 - East Asia
 H2501 - China
 H2502 - Hong Kong
 H2503 - Japan
 H2504 - Korea, Dem. Rep. of
 H2505 - Korea, Rep. of
 H2506 - Macau
 H2507 - Mongolia
 H2508 - Taiwan

H2600 - Oceania

H2601 - Australia
 H2602 - Fiji
 H2603 - New Zealand
 H2604 - Papua/ New Guinea
 H2605 - Smaller Islands

H3000 - Europe

H3200 - Northern Europe
 H3201 - Denmark
 H3202 - Finland
 H3203 - Iceland
 H3204 - Norway
 H3205 - Sweden
 H3206 - United Kingdom
 H3207 - Ireland

H3300 - Western Europe
 H3301 - Austria
 H3302 - Belgium
 H3303 - France
 H3304 - Germany
 H3305 - Luxembourg
 H3306 - Netherlands
 H3307 - Switzerland

H3400 - Eastern Europe
 H3401 - Bulgaria
 H3402 - Czechoslovakia
 H3403 - East Germany
 H3404 - Hungary
 H3405 - Poland
 H3406 - Romania

H3500 Southern Europe

H3501 - Albania
 H3502 - Greece
 H3503 - Italy
 H3504 - Malta
 H3505 - Portugal
 H3506 - Spain
 H3507 - Yugoslavia

H4000 - Latin America

H4200 - South America
 H4201 - Argentina
 H4202 - Bolivia
 H4203 - Brazil
 H4204 - Chile
 H4205 - Columbia
 H4206 - Ecuador
 H4207 - Guyana
 H4208 - Paraguay
 H4209 - Peru
 H4210 - Surinam
 H4211 - Uruguay
 H4212 - Venezuela

H4300 - Middle America

H4301 - Costa Rica
 H4302 - El Salvador
 H4303 - Guatemala
 H4304 - Honduras
 H4305 - Mexico
 H4306 - Nicaragua
 H4307 - Panama

H4400 - Caribbean

H4401 - Bahamas
 H4402 - Barbados
 H4403 - Cuba
 H4404 - Dominican Rep.
 H4405 - Guadeloupe
 H4406 - Haiti
 H4407 - Jamaica
 H4408 - Martinique
 H4409 - Puerto Rico
 H4410 - Trinidad and Tobago

H5000 - North America

H5200 - Canada
 H5201 - U.S.A.

H6000 - U.S.S.R.

H8000 - World (General)

HOW THE CLASSIFICATION SYSTEM WORKS ...AND HOW IN-COMING DOCUMENTS ARE CODED

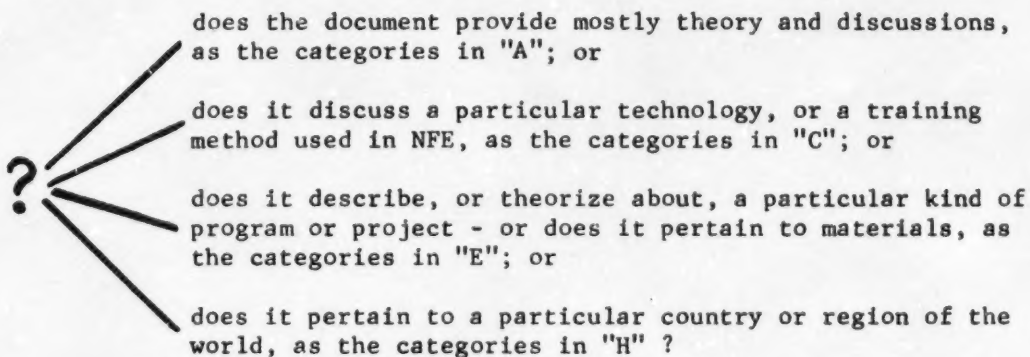
When we receive a book, paper, or some other document about Non-Formal Education, we have a good look through it. For one of the first steps of entering new documents into the Information Center is to determine where the document fits in the Classification System ... and how it will be coded.

We begin by finding out what kind of document it is:

- a book, or a discussion paper;
- a case study;
- a bibliography, or an organizational report;
- a journal, or a newsletter

If you look at the "Z" categories in the Classification System, you will see that bibliographies, journals, and organizational reports each have their own category - so these documents are easy to categorize.* But with most NFE documents - books and papers - we must consider their subject content (often revealed in the "Table of Contents"), so as to know how it will be coded.

For example:



* The problem with journals, newsletters, and other reoccurring documents is that one must be sure that a previous issue of the same journal or newsletter has not already been coded - if it has already been added to the collection, this issue and others to come should be given the same code number.

A paper that compares non-formal education to formal education would be coded - "A60". A document discussing 'mass media in development' would be coded - "C21" (general). If the document focuses on 'audio-cassettes in development', then it would be coded - "C29".

Many documents we receive are case studies, i.e. they describe a particular project or program. Most always, these documents are coded - "E" - and they are categorized by their program content, e.g.

- literacy programs - "E10";
- family planning projects - "E20", etc.

Similarly, a paper that theorizes about program content is usually coded "E" - 'agriculture' ("E51"), 'nutrition' ("E91"). Also, "E" would usually be the code for practical materials designed for certain kinds of non-formal education. For example, suppose we receive a paper entitled:

"New Ideas for Practical Materials in Family Planning Education".

Since it refers to a particular program content, it would be coded "E"; and because the content of the program is 'family planning' (practical materials) - it would be coded "E22".

Once a decision is made as to the category where the document will be located (e.g. "C50"), the full code-number can be assigned. It is done in the following way: First one must check the subject index file to see how many documents are already indexed into that category. For example, if the last document in the category is "C22.14", this new one will be "C22.15"; finally, an "a" or "b" is added at the end to indicate whether the document is an "article"(paper) or a "book" - because books are located in one place (on shelves) and papers are located in another (in a metal

filing cabinet); both are arranged according to the code-numbers.

Here is another code-number example:

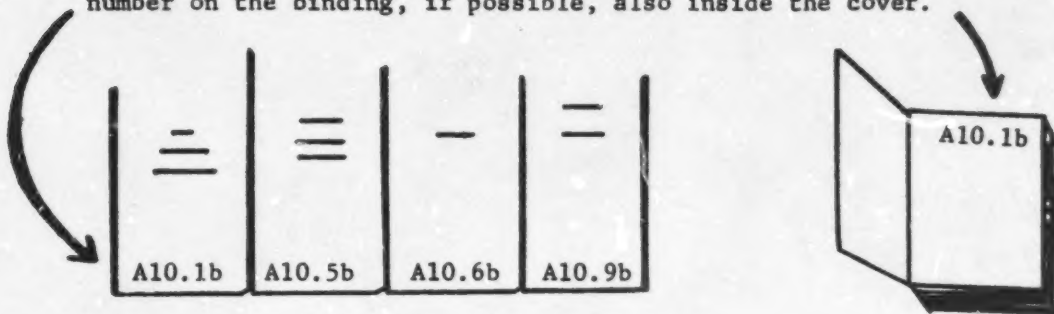
A10.97b

- A - broad subject;
- 10 - more specific subject within;
- .97 - means that it is the 97th document to be cataloged in that specific category;
- b - indicates that the document is a "book".

The following are all code-numbers:

E40.15a A30.14b Z50.9a C22.57b H12.12a B18.5a

Next, the code-number must be put on the actual document; it can be written on papers (upper right corner), but books on shelves should have the code-number on the binding, if possible, also inside the cover.

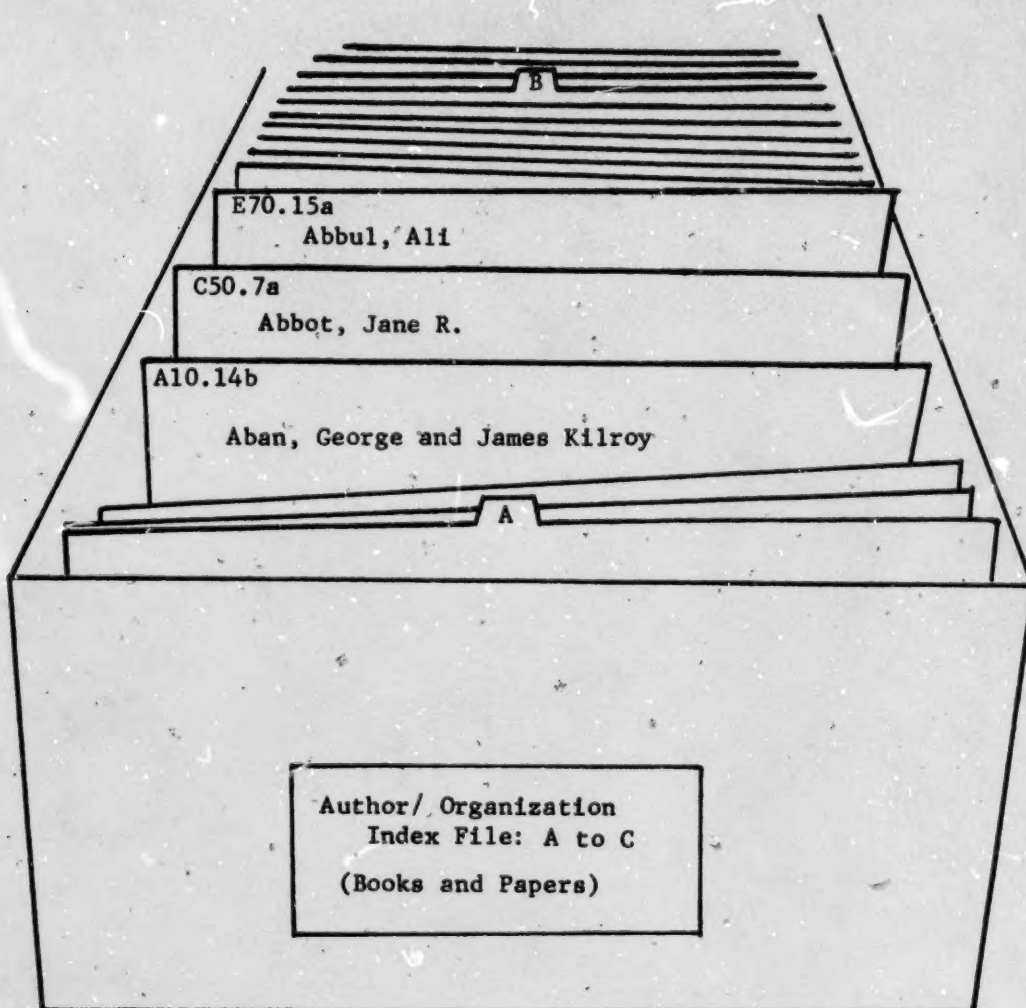


The name and address of the sender may also be written on the document; it should also be typed on the author index file card. Typing the appropriate number of index file cards and filing them in the two main index files, is the final step in classifying and processing new documents. Examples of all file cards are provided at the end of this guide - this includes information about the format and the number of index cards to be typed, and where they go in the index files.

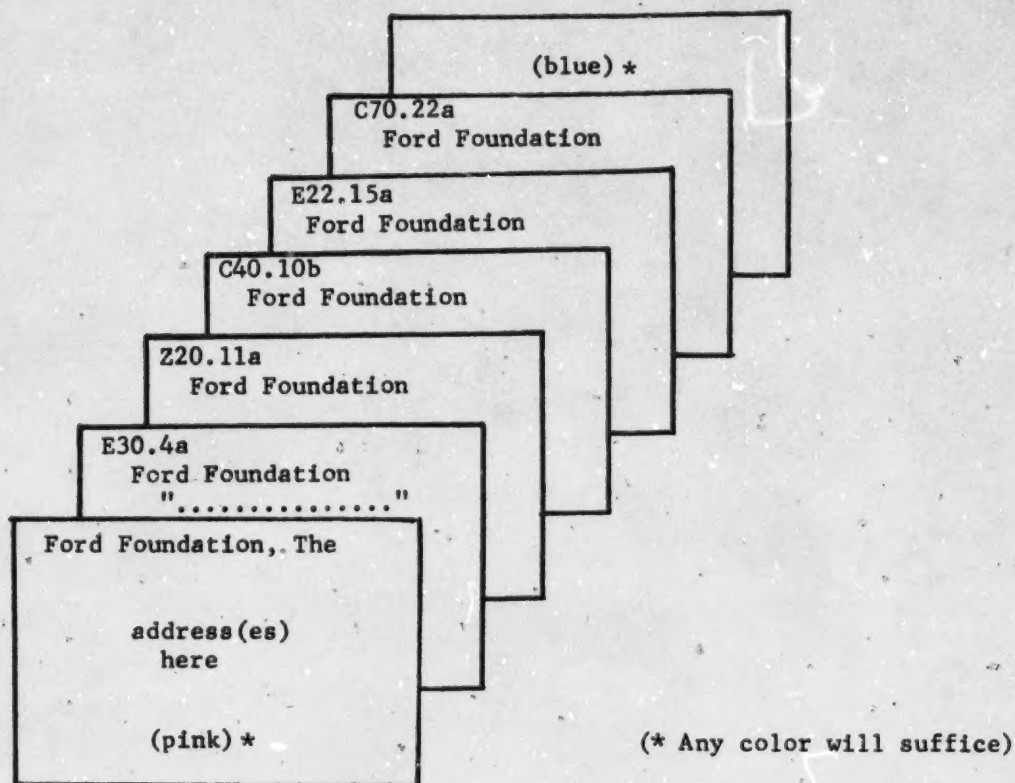
Next, we will consider the two main index card files, first the "Author/Organization Index File".

AUTHOR/ ORGANIZATION INDEX FILE

If you were in the NFE Information Center looking for a particular document and you had the author's name, you would simply go to the Author/ Organization Index File. Here index cards are arranged alphabetically by the author's last name, or the name of the organization that produced it.

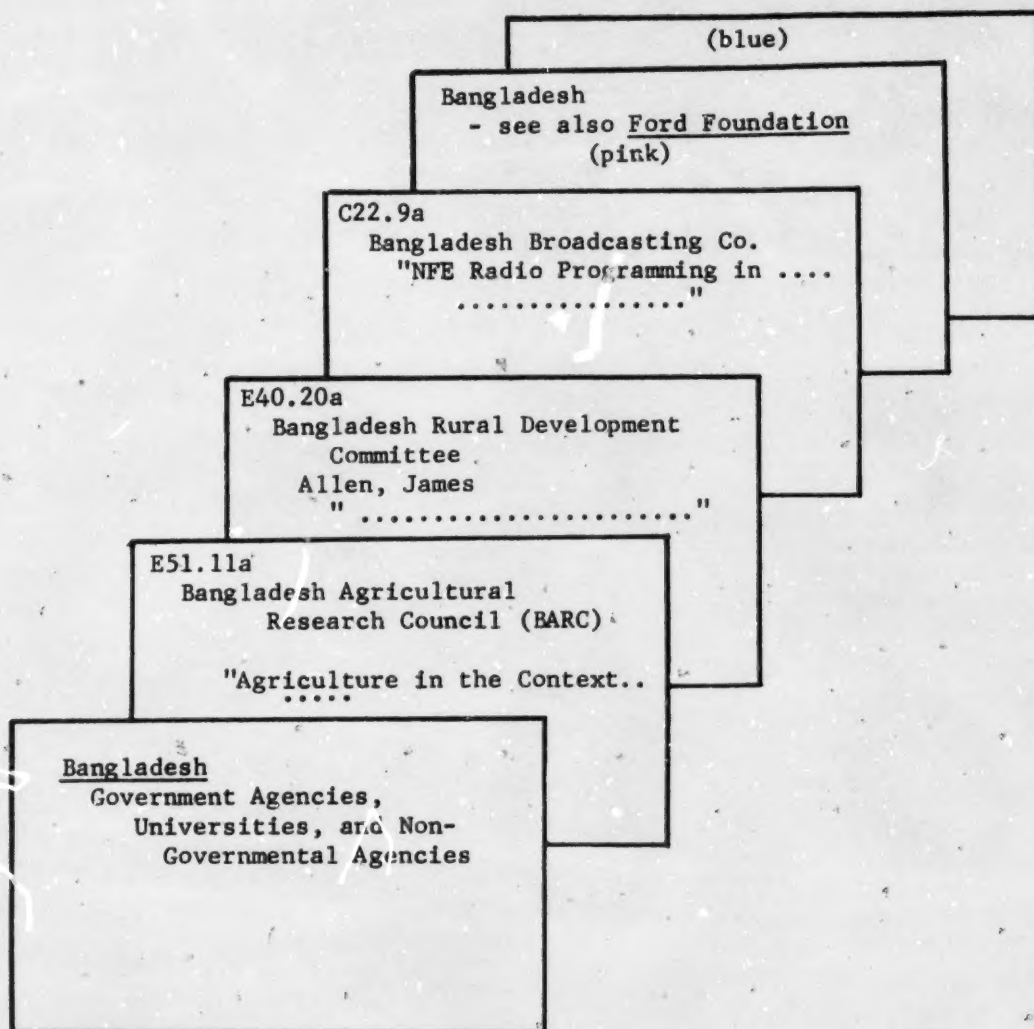


Documents and publications of international organizations are also indexed alphabetically, as follows: a pink index card with the name and address(es)^{*} of the organization on it, precedes all the white index cards that refer to documents by the organization, e.g. the Ford Foundation.



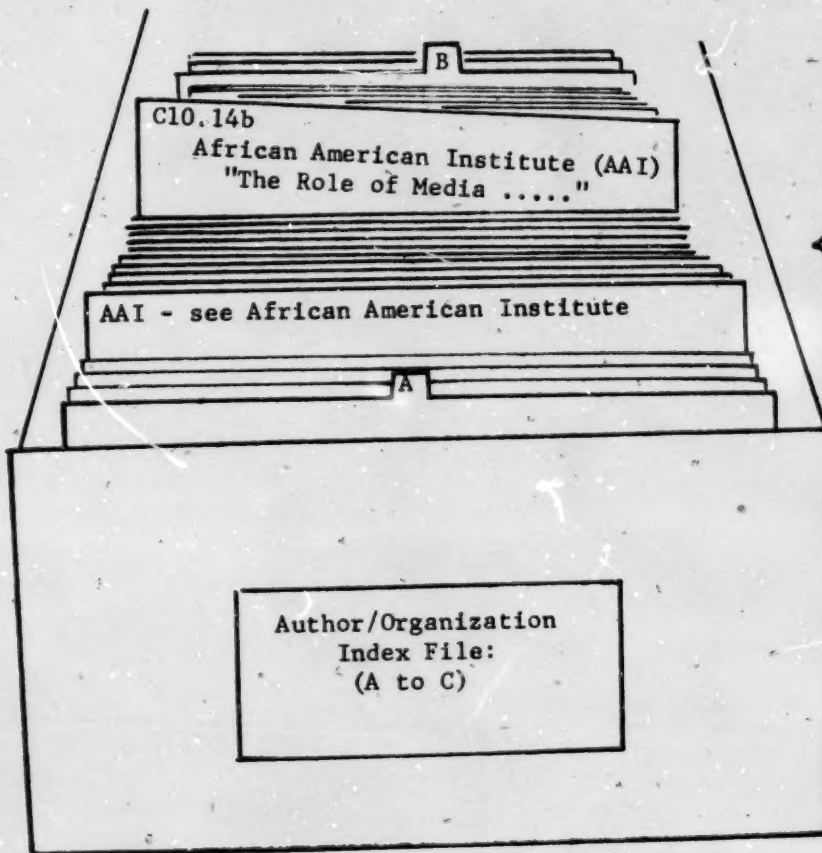
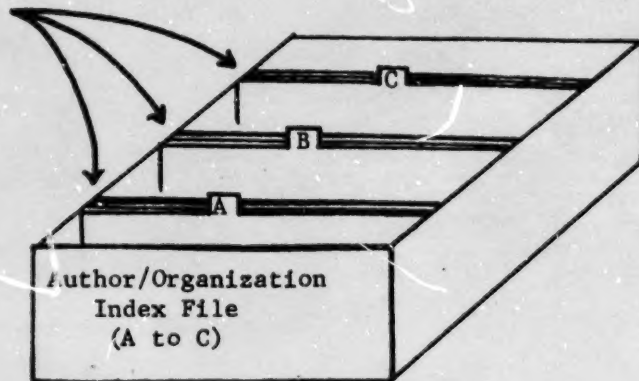
Finally, a blue divider card is placed at the end to indicate that the index cards referring to the Ford Foundation have ended.

Documents prepared by in-country government agencies, universities, and non-governmental agencies (not international) are indexed in a similar manner. A pink card with the name of the country on it, precedes all the white index cards that refer to documents made available by the government agencies, universities, and non-governmental agencies in that country.



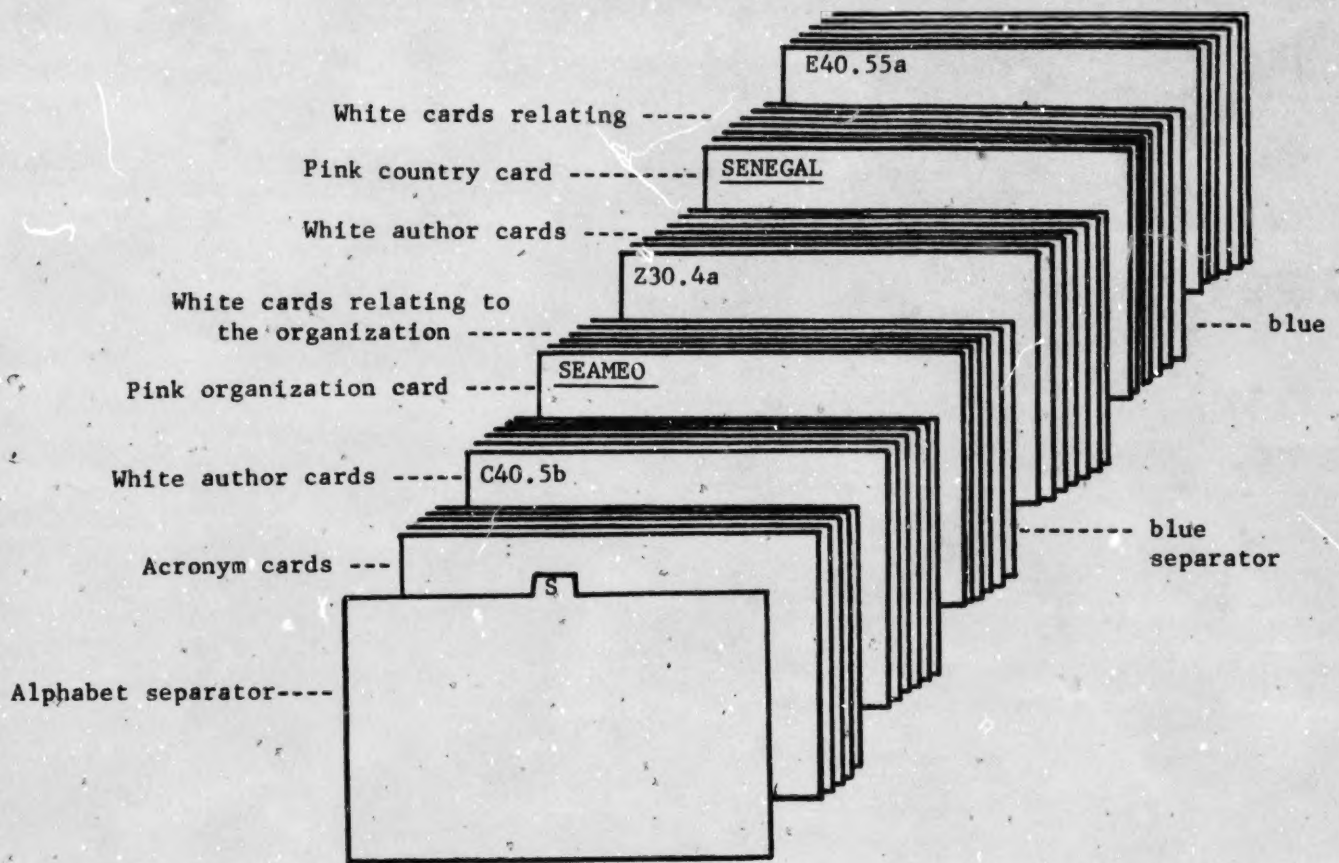
One other important note regarding organizations, is that many organizations have acronyms, i.e. 'call letters' by which they are known, e.g. UNESCO, OAU, UNICEF. Some acronyms are less well known than others, and they often create problems for people using index files. For this reason, the first group of cards behind each alphabetical divider are acronym cards (pink) that spell out the full name of the organization or agency, so that readers know just where to look in the file.

For example:



ACORD-
see Agency ...
AID-
see United States
AAI-
see African Am...

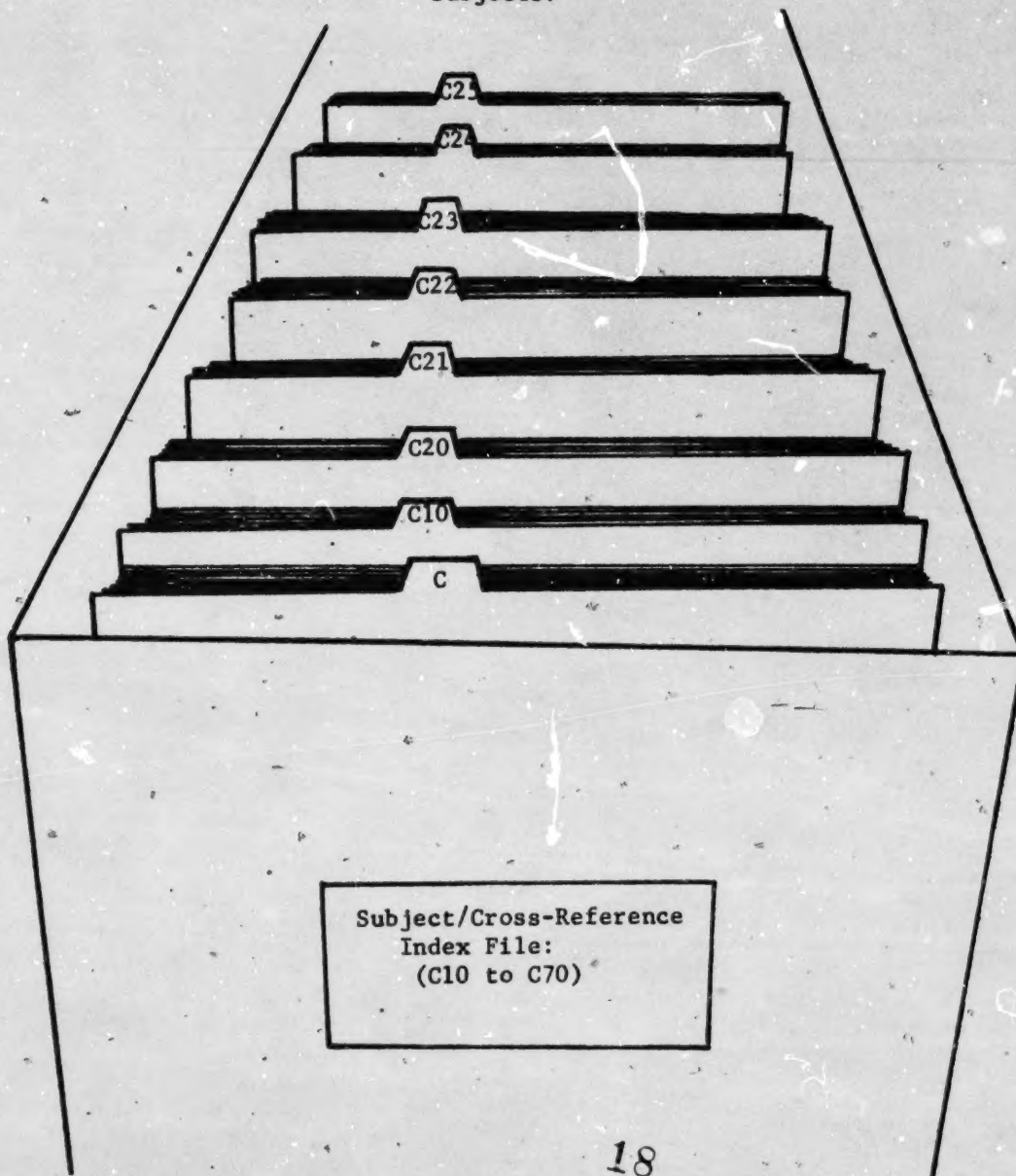
An Overall View of the Author/Organization Index File



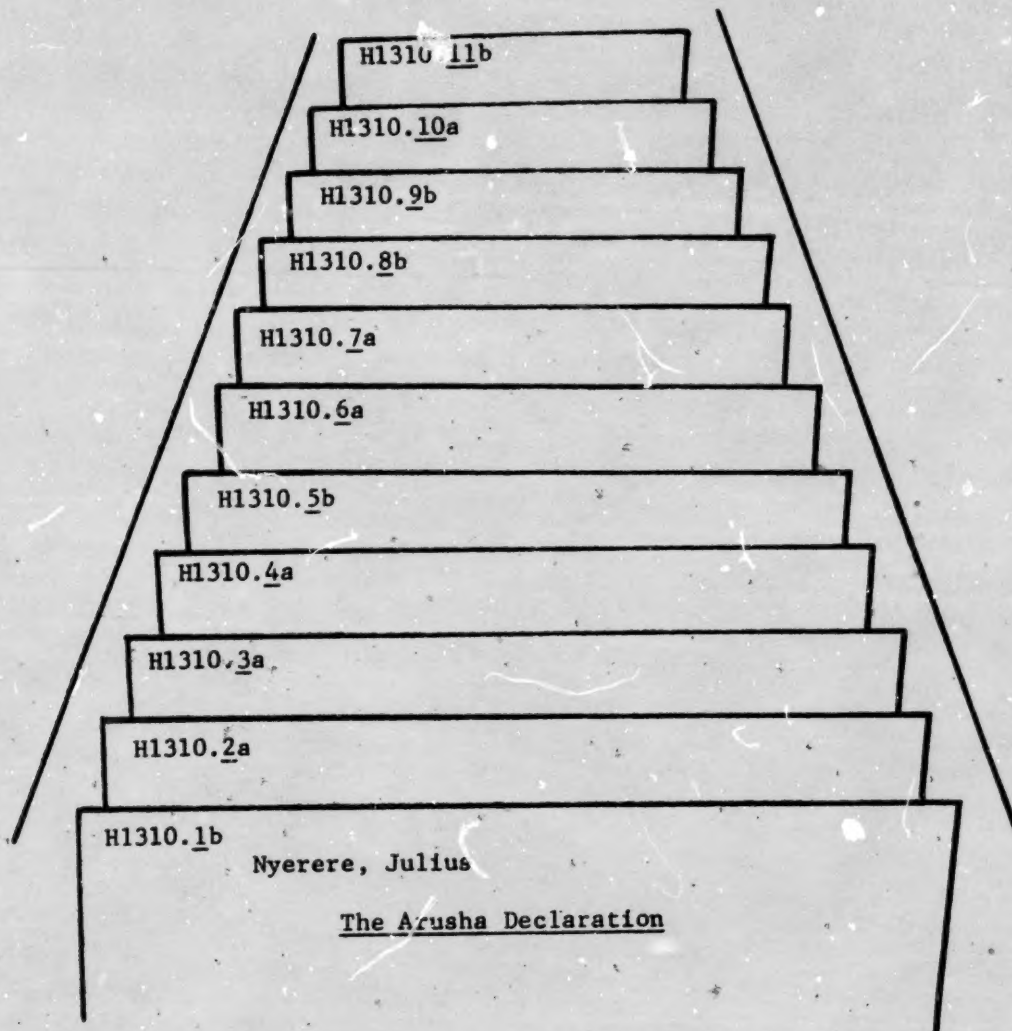
SUBJECT INDEX/ CROSS REFERENCE FILE

The Subject Index File is very helpful -

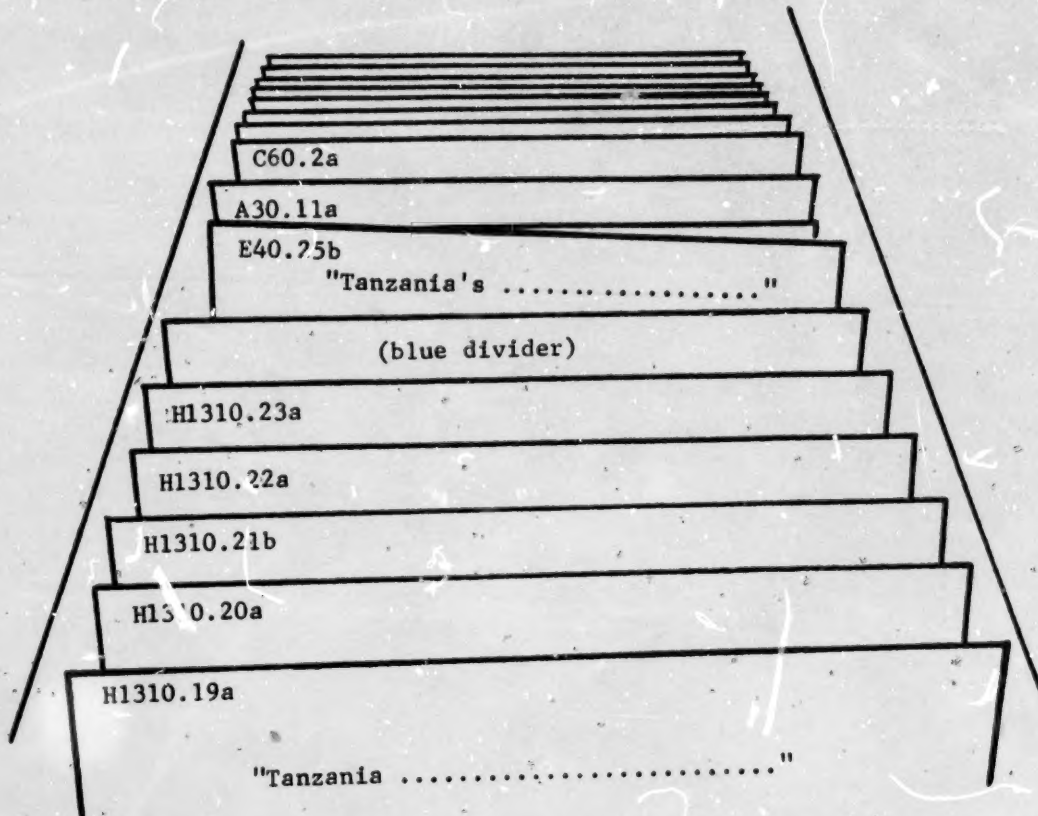
here index cards are arranged according to the subject categories in the classification system. Thus, one can easily discover what documents are available regarding various subjects.



Let us assume that 'Tanzania' (H1310) is the subject of interest.
Looking in the "H1310" section, you will find that each of the documents indexed into this category are arranged in number sequence.



The number sequence continues 19a ... 20a ... 21b ... 22a, until you reach a divider - the index cards beyond the divider are not in number sequence, but they do refer the reader to more documents concerning Tanzania. These are the cross-reference cards.

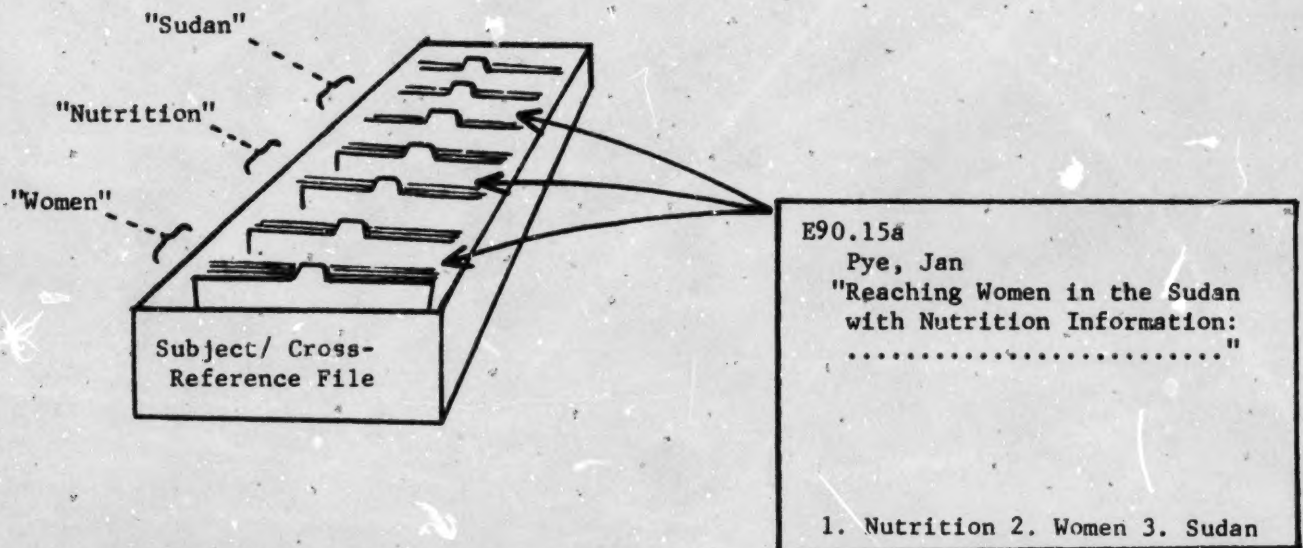


A cross-reference system makes it easier to find what one is looking for - and faster, too.

Consider the title:

"Reaching Women in the Sudan with Nutrition Information:
A Case Study of the Juba Nutrition Programme".

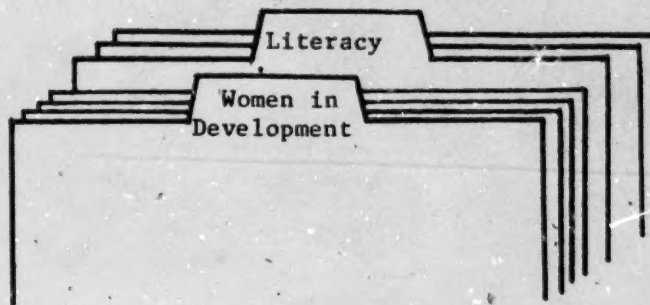
This document would be coded "E90", because it is a case study (E), and because 'Nutrition' (E90) is the program content. But what about the other subject categories revealed in the title, "Women" and Sudan"? If someone were interested in the subject "Women", and they went to the "F60's", they would not find reference to this document (if there was no cross-reference system), because it would be located with the "E90's". To overcome this problem, we put a cross-reference card in the section behind the "F60's" ("Women"), and also behind the "H1205's" ("Sudan"). Cross-reference cards are identical to the author index cards. Many documents are cross-referenced two, three, or even four times in the subject/ cross-reference file, according to the subject content of the document. Numerous references to the same document makes it easier to locate.



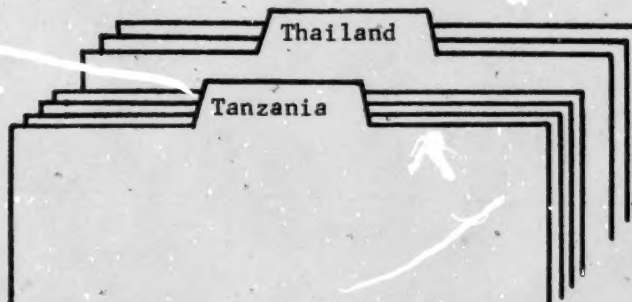
Two Other Files of Possible Interest (Optional)

Two other small index files - not yet mentioned in this guide - may be of interest.

The Organizations (Arranged)-by-Subject File lists the names and addresses of organizations interested in 'rural development', 'literacy', 'women in development', and various other subjects. This file enables us to find out quickly, which organizations are involved in particular kinds of development work.



The NFE Projects and Programs File is a similar reference resource. In this file, the names of many development projects and programs from various parts of the world are arranged according to the countries in which they are located. Also, the index cards list the code-numbers of documents in the NFE Information Center that pertain to a particular project or program, e.g.



- both of these files are optional, and can be developed at a later time.

PREPARING AND FILING INDEX FILE CARDS

The number of 3x5 index file cards that need to be typed for each document entered into the collection will vary. For some documents only two or three cards are required; for others six or seven cards may be necessary. The way the cards are typed (the format) differs somewhat depending on whether the document was prepared by: 1) an independent author, 2) an international organization, or 3) an in-country agency. Let us consider each in turn.

An Independent Author

Preparing index cards for documents by an author - independent of an organization - is quite easy. Once again, let us use the example: "Reaching Women in the Sudan with Nutrition Information: A Case Study of the Juba Nutrition Programme".

In this case, four white index cards will be needed - one card for the author file, and one for each of the categories used. All four cards are typed exactly alike.

E90.15a

Pye, Jan

"Reaching Women in the Sudan with Nutrition Information: A Case Study of the Juba Nutrition Programme", 1975, 14pp.

Received from: Ali Jahha, Ministry of Education,
P.O. Box 454, Juba, Sudan.

1. Nutrition 2. Women 3. Sudan

← code-number

← name of author(s)

← title (if book underline)

← date; no. of pages

← name and address of publisher and/or sender

← cross-references (subjects)

(Regarding cross-references, note that the subject category corresponding to the code number is always listed first - thus "1. Nutrition", because "E90" is the code number.)

After the cards are typed, one is placed in the author/organization file (alphabetically); the second is placed in the "E90" section of the subject index file (in numerical order directly behind "E90.14"); the third card is put with the cross-reference cards behind the "F60's" ('Women'); the fourth goes behind the "H1205's" ('Sudan').

An International Organization

If this is the first document in our collection by the organization, then we must prepare a pink card for the author/organization file listing the name and address(es) of the organization, e.g.

SEAMEO - Southeast Asian Ministers of Education
Organization

(Address-es)

This card will be placed alphabetically in the author/organization index file - a white index card will go right behind it, with a blue divider

card next. In this case, an acronym card (pink) would also be typed to be placed with the other acronym cards in the "S" section.

SEAMEO - see Southeast Asian Ministers of Education
Organization

If SEAMEO documents are already in the collection, we need only prepare the white index cards. The name of the organization is put in place of the author's name.

C10.11a

SEAMEO

" "
1974, 25 pp.

(Address of SEAMEO and name of contact person)

1. Instruction technology - general

In this case, only two (identical) white index cards need be typed, one for the author/organization file and one for the subject file. If the author's name were also included, another white index card would be typed, and filed under the author's name. All three white index cards would then look like this:

C10.11a SEAMEO Cuyano, Maya N. "" (Name and address) 1. Instructional technology - general

(Note: if two organizations are involved a white card should be filed with each organization.)

An In-Country Agency

Suppose we receive a document from the Ministry of Education in Malaysia. If a 3x5 country card (pink) is not already in the Author/Organization File for "Malaysia", then one must be prepared:

<u>Malaysia</u> - <u>Government Agencies, Universities, and Non-</u> <u>Government Agencies</u>
--

The following document would require four white cards for the index files:

C22.11a

Malaysia - Ministry of Education

"Radio Broadcasting: NFE for Out-of-School Youths",
1976, 20pp.

Ministry of Education, P.O. Box 4015, Kuala
Lumpur, Malaysia

(Name of contact person)

1. Radio 2. Out-of-School Youth 3. Malaysia

One of the white cards would be placed behind the country card; the second would go with the "C22's" (Radio) in numerical order; the third would be put behind the "F40's" (Out-of-School Youth), the fourth behind the "H2405's".

One other note: if the document is a journal or a newsletter two index cards are usually prepared for the Author Index File - one is placed under the name of the organization, the other is filed under the name of the journal or newsletter.

Well, that covers just about everything concerning how documents are classified, indexed, and coded in our NFE Information Center. We hope this guide has been helpful. Good luck.